Instructions for printing: Print p. 1 on one side of stock, p. 2 on other side. Then cut along dotted lines.

AUDIX® Telephone User Interface for Avaya Modular Messaging

ACCESSING YOUR MAILBOX

1. Call the system access number.

   Note: If you are calling from someone else's office extension or a telephone outside of your office, then:

   - When you are prompted to enter the password for the extension from which you are calling, press [*] [#].
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2. Enter your mailbox number.
3. Enter your password followed by [#].

GENERAL TIPS

Get help	[*] [4]
Go back to activity menu	[*] [7]
Bypass greeting when recording	[1]
Transfer to covering extension	[*] [0]
Transfer to another mailbox	[*] [8]
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ACTIVITY MENU

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(Record, edit, address, deliver)

Get and respond to messages [**2**]
(Retrieve, delete, respond, print)

Create personal greetings [**3**]
(Record, edit, activate)

Set personal options [**5**]
(Change fax preferences or password, record name, administer lists)

Set Call Me options [**6**]
(Have system call you when away or when you have messages)

Scan messages quickly [**7**]
(Scan messages or headers)

PLAYBACK CONTROLS

Rewind	[**2**]	Quieter	[**7**]
Pause/Resume	[**3**]	Slower	[**8**]
Louder	[**4**]	Faster	[**9**]
Skip backward	[**5**]	Replay	[**0**]
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